Recordkeeping

(Hazardous Materials Business Plan Module)

All facilities which handle hazardous materials must maintain records associated with their management. A summary of your recordkeeping procedures is a required module of the Hazardous Materials Business Plan (HMBP). A blank summary has been provided below for you to complete and submit if you do not already have such a document. If you already have a brief written description of your hazardous materials recordkeeping systems which addresses all subjects covered below, you are not required to complete this page, but you must include a copy of your existing document as part of your HMBP.

Check all boxes that apply. The following records are maintained at the facility. [Note: Items marked with an asterisk (*) are required.]:

Current employees' training records (to be retained until closure of the facility) *
Former employees' training records (to be retained at least three years after termination of employment) *
Training Program(s) (i.e. written description of introductory and continuing training) *
Current copy of this Emergency Response/Contingency Plan *
Record of recordable/reportable hazardous material/waste releases *
Record of hazardous material/waste storage area inspections *
Record of hazardous waste tank daily inspections *
Description and documentation of facility emergency response drills

Note: The above list of records does not necessarily identify every type of record required to be maintained by the facility.

Per the Hazardous Materials Storage Ordinance, a sample copy of each Inspection Check Sheet or Log used in conjunction with required routine self-inspections of your facility must be submitted with your HMBP. (Exception: Attached, you will find a Hazardous Materials/Waste Storage Area Inspection Form that you may use if you do not already have your own form. If you indicate that you use the example provided, you do not need to attach a copy.)

Check the appropriate box:

We will use the "Hazardous Materials/Waste Storage Area Inspection Form" to document inspections.

We will use our own documents to record inspections. (A blank copy of each document used must be attached to this HMBP.)